

**JOB POSTING
CITY OF CHIPPEWA FALLS**

Job Description

Job Title:	Summer Intern/Welcome Center Coordinator
Department:	Parks, Recreation and Forestry
Reports To:	Director and Recreation Supervisor
Job Location:	Irvine Park Welcome Center
Prepared Date:	1-6-22
Pay Rate	\$11.00/hr. total of 110 - 117hrs. (half the internship term is paid, 1 month)
Job Length	Term #1: May 2, 2022 – June 30, 2022 Term #2: July 1, 2022 – August 31, 2022

Submit **Resume and **Cover Letter** to: John Jimenez, Dept. Director**
jjimenez@chippewafalls-wi.gov

SUMMARY

Seeking two interns, one for each term or one to cover both terms. Under the general direction and supervision of the Director and Recreation Supervisor, this position is responsible for the coordination and operation of the Welcome Center in Irvine Park. Coordinates, schedules and oversees youth and adult programming, tours, and artifacts.

ESSENTIAL DUTIES AND REPONSIBILITIES include the following: Other Duties may be assigned.

- Coordinates youth and adult programs at the Welcome Center
- Schedules and facilitates Welcome Center and Zoo tours
- Maintains and rotates artifacts on display
- Cleans and disinfects all surfaces
- Collaborates with the Recreation Supervisor to create program descriptions and enrollment.
- Creates marketing for all programs and events at the Welcome Center.
- Provides superior customer service.
- Responsible for the upkeep and cleanliness of the Welcome Center.
- Works weekends

EDUCATION and/or EXPERIENCE

Applicant should be seeking or have obtained a degree in education, event planning, museum curator, hospitality, or any other degree that relates to the responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License